

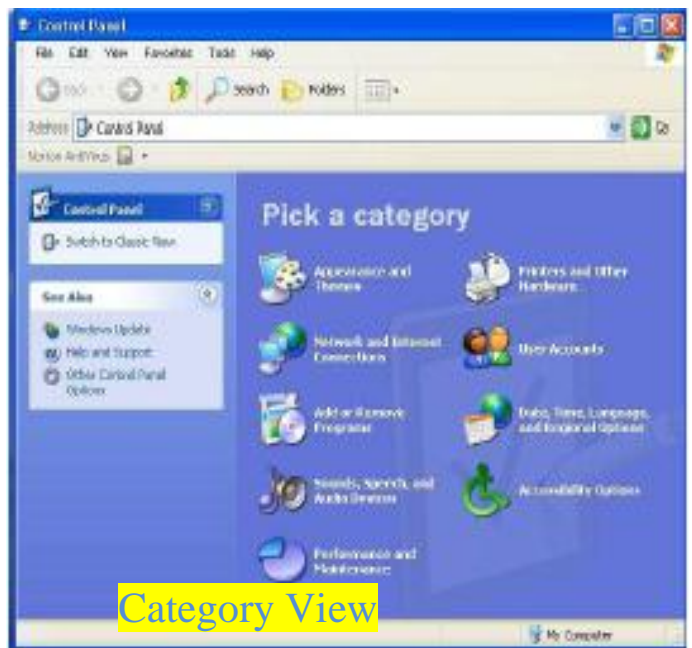
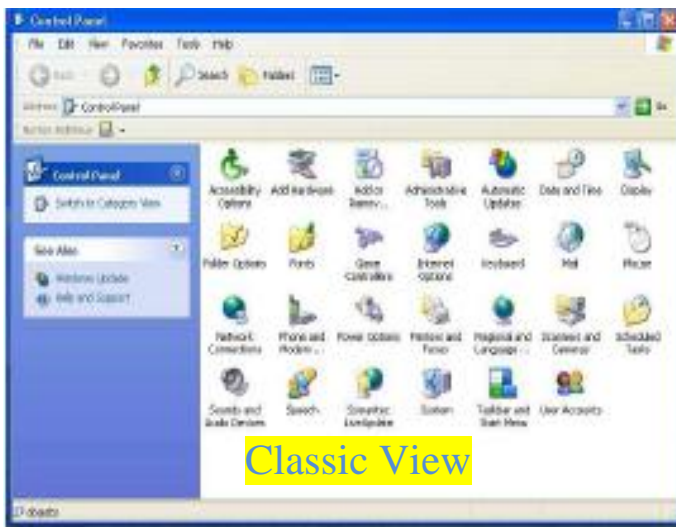
The regional language :

It Is the language spoken in an area of a nation or a state.

The user can control the computer's properties by using control panel, which you can open through a number of ways

- 1) *Start* \longrightarrow *Control Panel*
2) *my documents* icon \longrightarrow from the *task pane* select *control panel*.

- Control Panel window can be displayed in two styles:

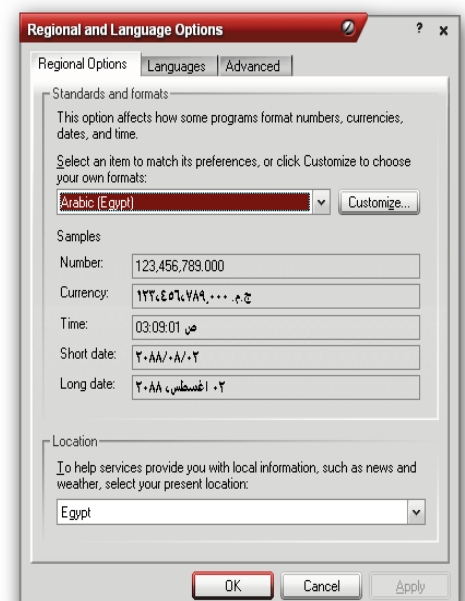


Regional and language options : -

- We open the window through this icon from **Control Panel**
- This window enables us to modify the computer settings according to the country in which we live.

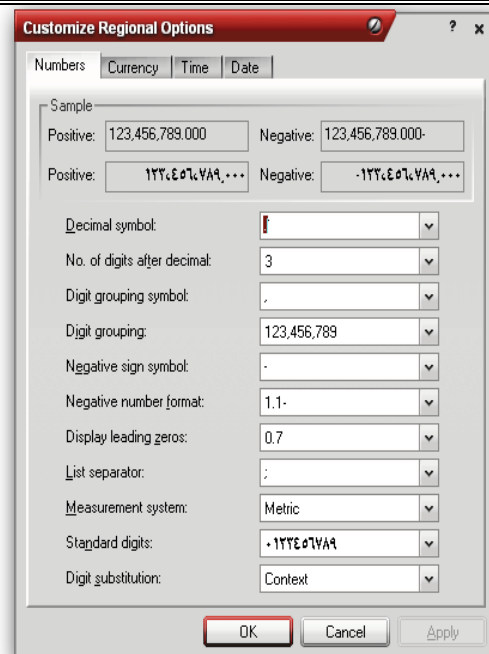
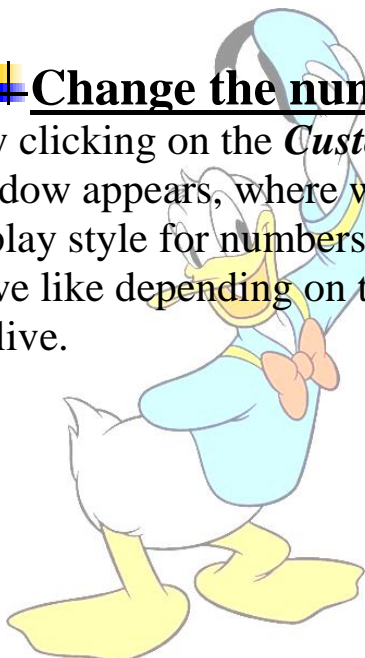
Change the country : -

- By clicking on this icon this window appears where you can select the country from the drop down menu box in the bottom of the window, and select the language from the dropdown menu above.



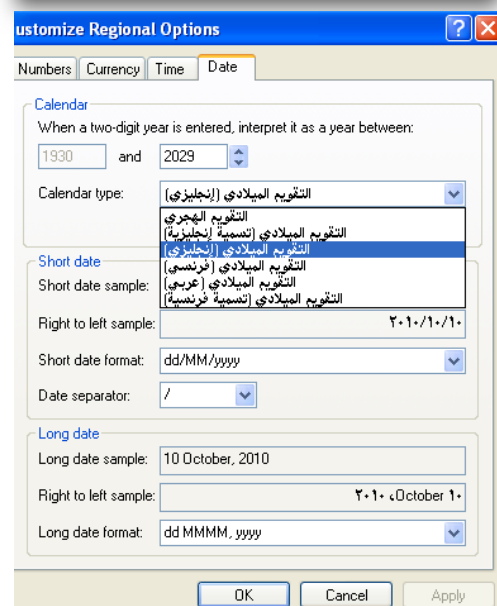
Change the numbering : -

- By clicking on the **Customize button**, this window appears, where we can modify the display style for numbers from **Numbers Tab** as we like depending on the country where we live.



Change the date mode : -

You can change date mode (**Hire – AD**) from the same window , select **Date tab**



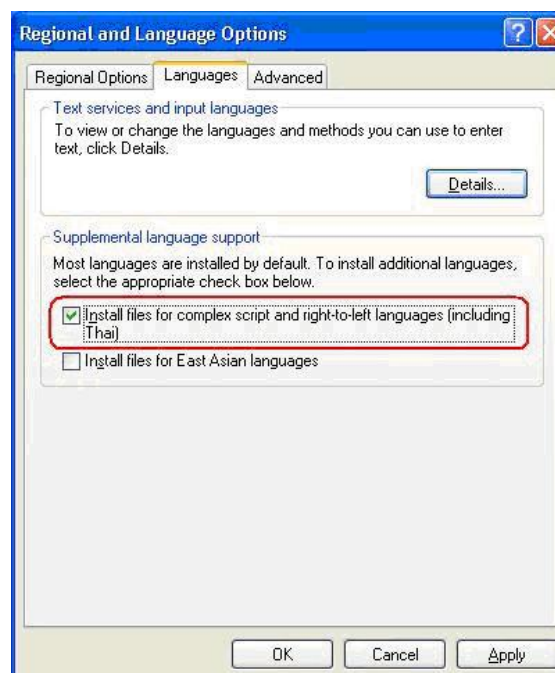
Change the currency mode : -

You can change the currency mode also, from the same window, select the **Currency Tab** and select the appropriate currency.

Solve missing Arabic language problem : -

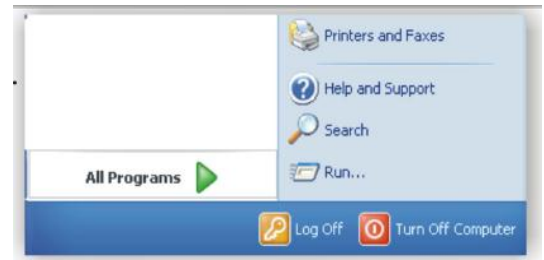
If the Arabic language doesn't appear in your language menu, you can add it by:

- 1- Insert windows CD in the CD-Rom.
- 2- From the **control panel** select **regional and language options icon**.
- 3- Choose **Language tab**
- 4- Check the "**Install files for complex script and right-to-left languages (including Thai)**"
- 5- Press **Apply** to Proceed
- 6- **Restart** your Computer.



Add new printer : -

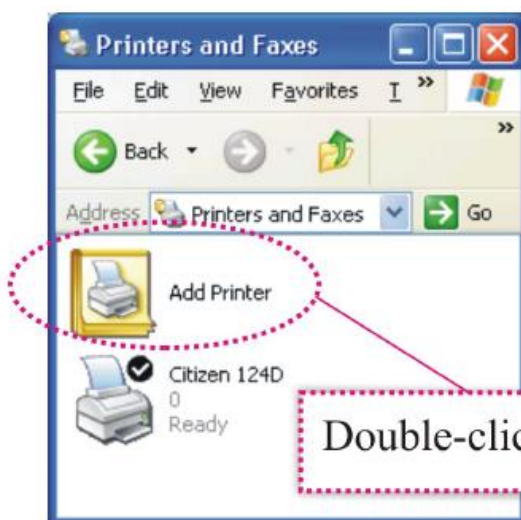
- 1- Open the *start menu*.
- 2- Select the option *Printers And Faxes*.



If you don't have the option *Printers And Faxes* on your Start menu.

- 1- Open the *start menu*.
- 2- Select the option *control panel*.
- 3- **Double** click on *Printer And Faxes* icon.

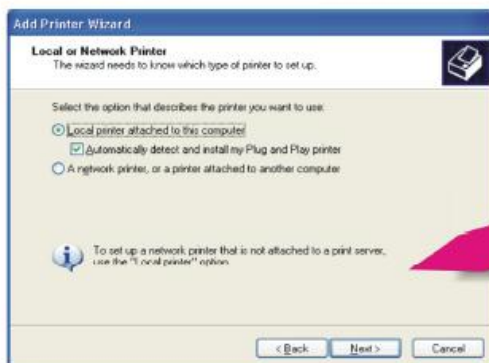
A screen like this one will appear:



These tasks are the ones that are usually needed to handle a printer.

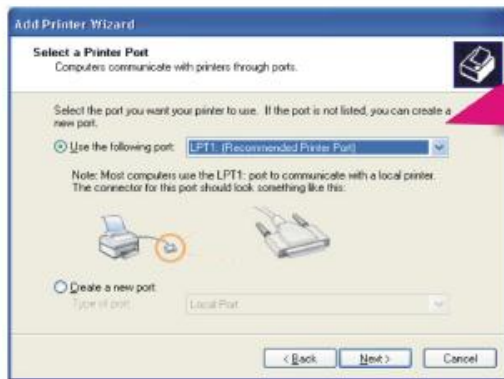
Double-click on the icon Add a printer

Now, assistant will be asking you questions such as :

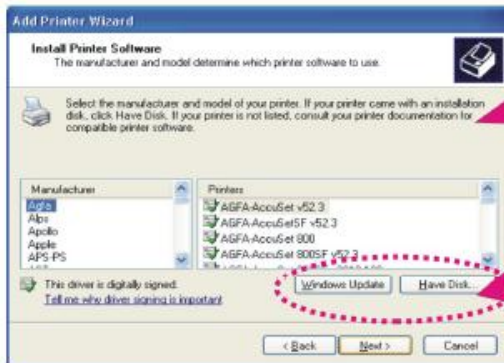


if your printer is connected directly to your computer or if it is on the web.





which port it is connected.



And then a screen like the one shown below will be displayed so that you can choose the manufacturer and the type of printer. Then Windows can install the appropriate software.

You can also use the disks provided by the manufacturer, if you have them, or search for the drivers through Windows Update.

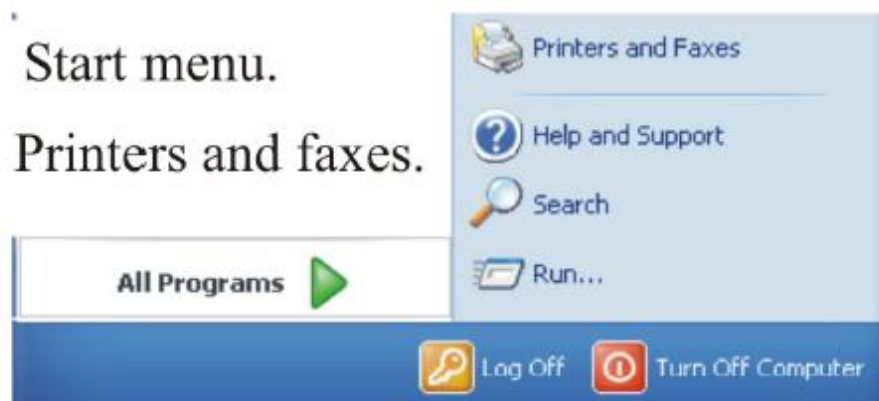
Print Manager :-

The print manager shows the documents that have been sent to the printer. Through the print manager, we can cancel or pause a document.

To manage the print manager you need to open the appropriate window in the following manner:

Click on the Start menu.

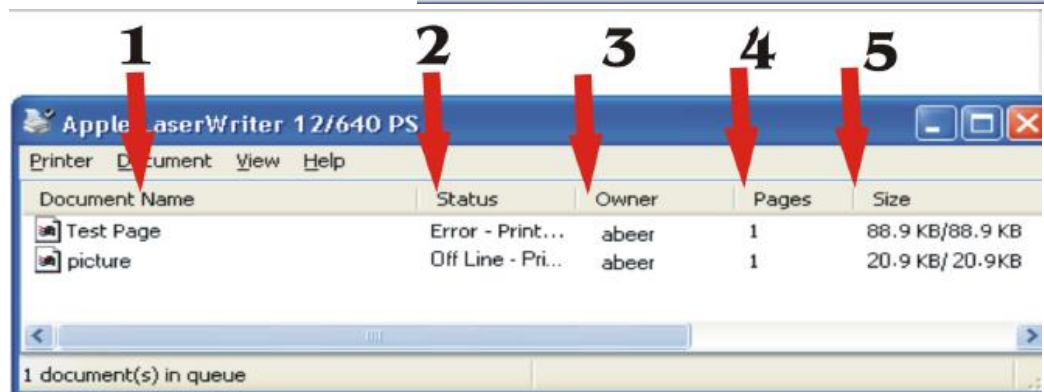
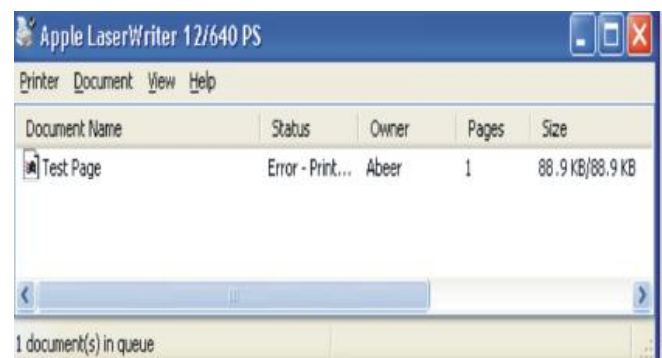
Click on the Printers and faxes.



Click on the printer that you would like to manage.



This will open a window where a list of the documents being printed or waiting to be printed will appear. We can cancel a document if we do not want it to be printed.



You can see that the name of the document we have sent to print appears

- 1- In this example:
(text page / picture).
- 2- Next is the status of the document
(Error-Printing/Offline -printer).
- 3- The name of the person (owner) who sent the document
- 4- Number of Pages.
- 5- The size of file
when it was sent to the printer also appears.

To delete a document:

from the print manager you need to select it and click on Delete.

To pause a documents:

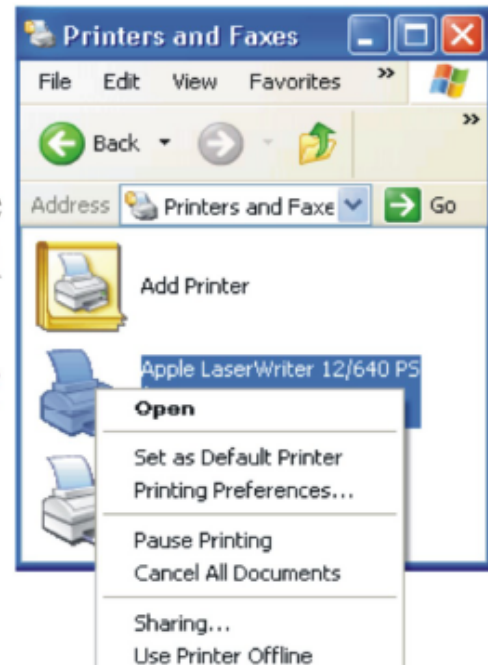
open the menu Document and click on Pause.

To delete all documents:

from the print manager open the menu Printer and select Cancel All Documents.

To temporarily stop the printing of all the documents:

open the menu Printer and select Pause Printing.



Exercise

**Draw a line to match between two columns
What the steps must do for:**

**Set the printer as
the main printer**



-Select document
-Click on Delete.

**Temporarily stop
the printing of all
the documents**



- Open the menu Document
- Click on Pause.

Pause a document



-Open the menu Printer
- Select Cancel All Documents.

Delete a document



-Open the menu Printer
-Select Pause Printing.

Delete all documents



-Open the menu Printer
- Select Set as Default Printer.

Adjust the voice properties: -



Sounds and
Audio Devices

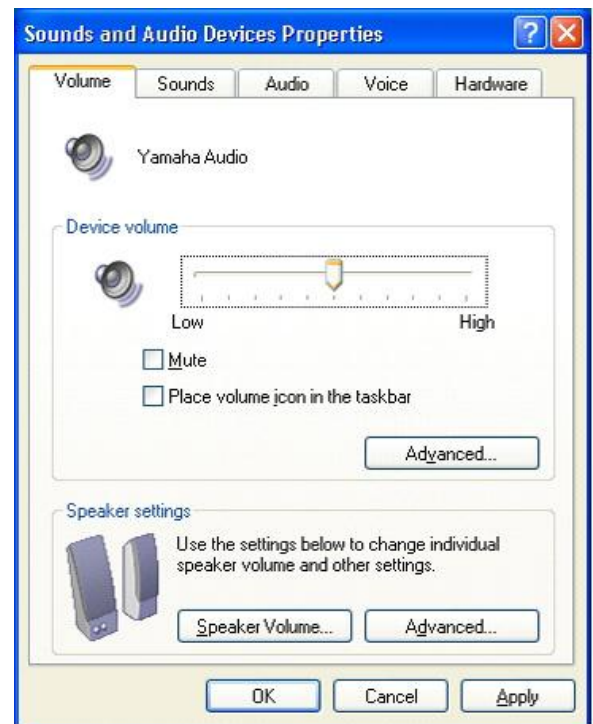
1- On the **Start** menu: select *control panel*
(Be sure you are in *Classic View*)

2- Select *Sounds and Audio Devices*, the
sound and audio dialog box will appear.

3- Select the *volume tab*

4- Adjust the sound volume by moving the
Device volume slider

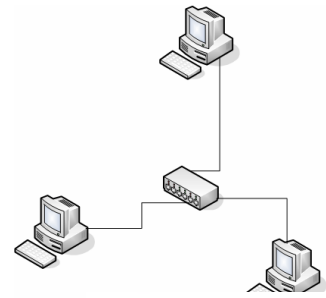
You can adjust the windows volume
through the *volume icon* in the *taskbar* if
you check the option *place volume icon in*
the taskbar.



**IT'S THE BRIGHT ONE, IT'S THE RIGHT ONE,
THAT'S GEEL 2000 LANGUAGE SCHOOLS**

Computer Network : -

- Two or more computers that are connected together to share resources such as hardware, data, and software.



Networks Types : -

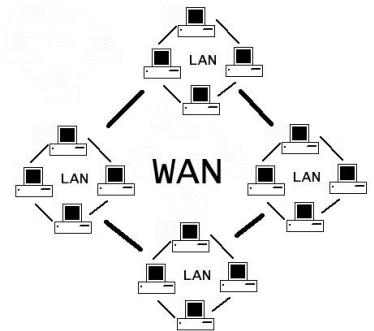
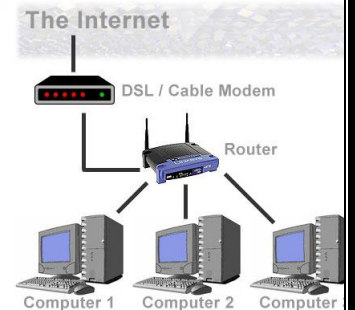
There are many types of networks but the main two types are:

1) LAN: "*Local Area Network*"

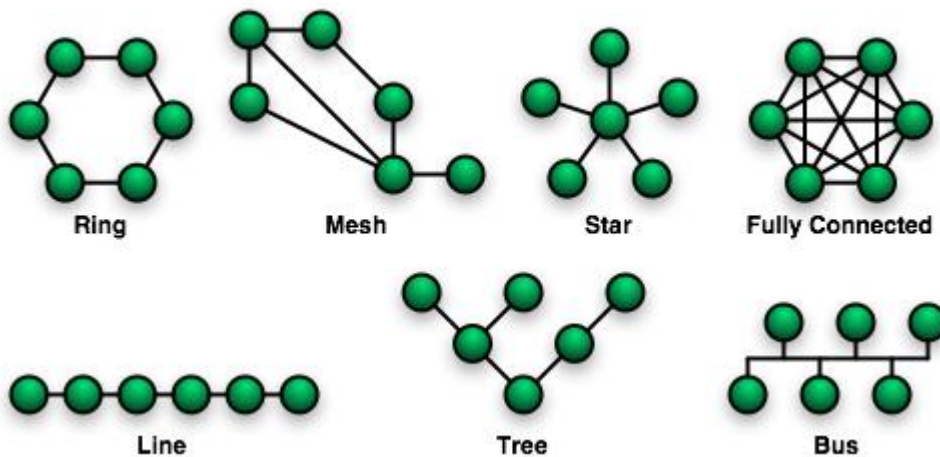
A group of computers connected together in a short distance. like (School, House, Building)

2) WAN: "*Wide Area Network*"

A group of computers or LAN networks connected together in a large physical distance. The Internet is the largest WAN, spanning the Earth.



Networks Topologies : -



1) *Ring*:

In local area networks where the ring topology is used, each computer is connected to the network in a closed loop or ring

2) *Mesh*:

The value of fully meshed networks depends on the number of subscribers.

3) *Fully connected*:

All computers connected together physically.

4) *Star*:

each network host is connected to a central hub.

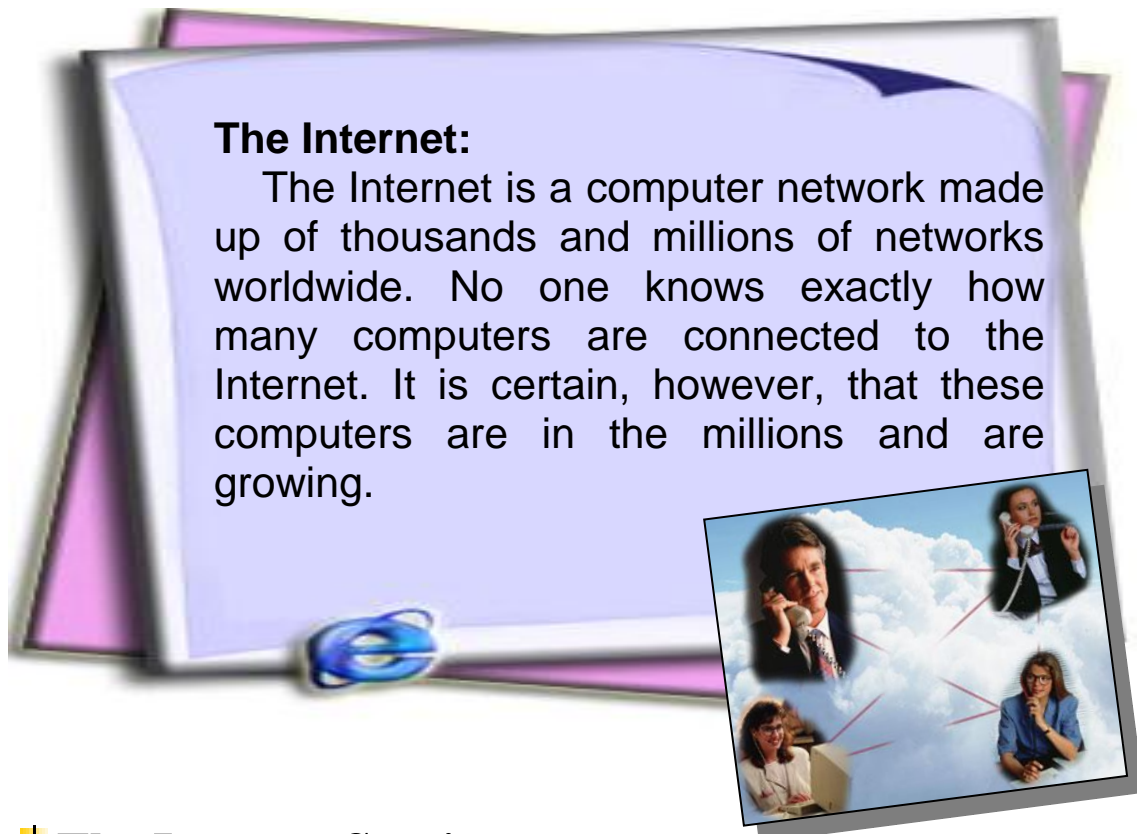
5) *Tree:*

A central 'root' node (the top level of the hierarchy) is connected to one or more other nodes that are one level lower in the hierarchy.

6) *Bus:*

Each machine is connected to a single cable

The Internet: -



The Internet Services: -

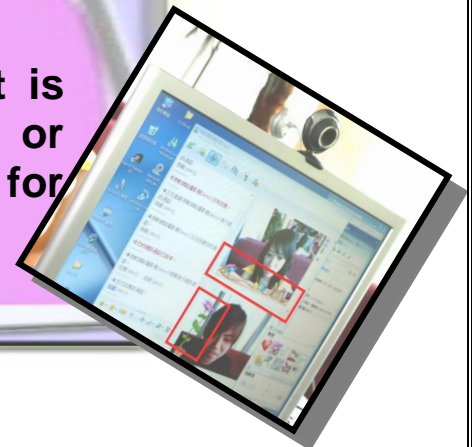
E-mail allows computer users locally and worldwide to exchange messages. Instead of using traditional letters and post offices, people now use the e-mail to send and receive messages to and from their friends and business partners. Each user of the E-mail has a mailbox address to which messages are sent.



Chat: A real-time conferencing capability between two or more computer users on the Internet, thus, two persons or more can discuss a specific topic with you on line



WEB Camera : A video camera that is used to send periodic images or continuous frames to a Web site for display.



The Web Searching: -

- With billions of pages on the World Wide Web, how do you find the information you're looking for?

Searching sites are the answer.

- What is an internet search engine?

An internet tool which searches for sites containing the words that you designate as a search term.

Search engine		URL
Yahoo		http://www.yahoo.com/
Google		http://www.google.com/
Altavista		http://www.altavista.com/
Excite		http://www.excite.com/

The information Security: -

Information security means protecting **information** and **information systems** from unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction

Computer Virus : -

A computer program loaded to your computer without your knowledge or permission and runs against your wishes.

There are different types of viruses such as:

File infectors: A block of code which attaches itself to another program and it can copy itself into subsequent applications that you run.

Macro viruses: Macro virus spread much more than other types of viruses as people frequently share data files, it spread round the world in two hours affecting tens of millions of computer.

Worms: it has been made to copy it self from one computer to another over a network

Different ways to be infected:

- When you open a file or when you open an email infected with a macro virus.
- When downloading files or programs from browsing the internet.
- From infected email message

Security Program : -

Programs that protect your computer from viruses and help you to detect it, and called **Antivirus**

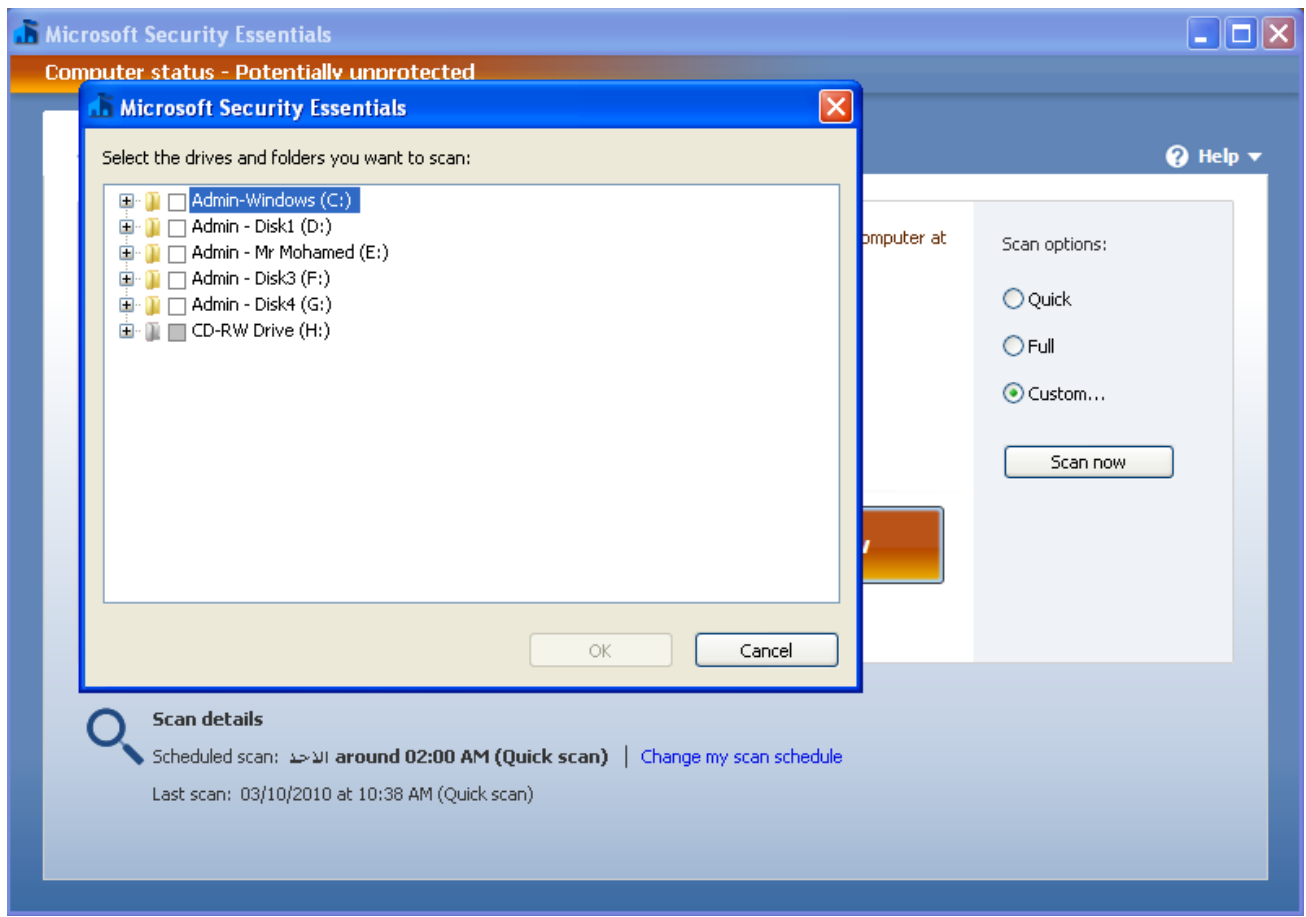
Scan your computer from viruses : -

- Double click on antivirus icon
- The antivirus window will appear

Note that: Antivirus window vary from program to another

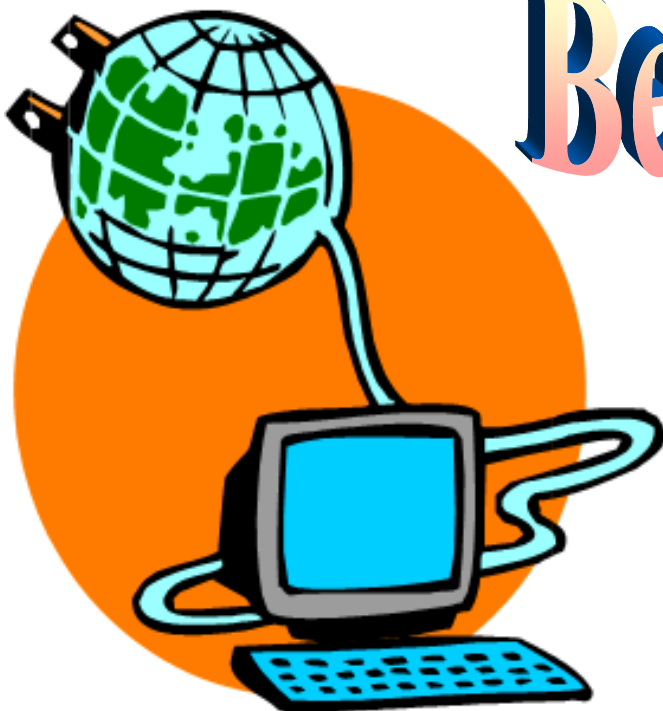


**Double
Click**



Select the *files, folders and Partition* you want to scan and click *ok*, then *Scan now*.

Best Wishes



Geel 2000 Language Schools